



**ENGINEERING DEPARTMENT**  
 276 Fourth Avenue Chula Vista CA 91910  
 619-691-5021 619-691-5171 FAX

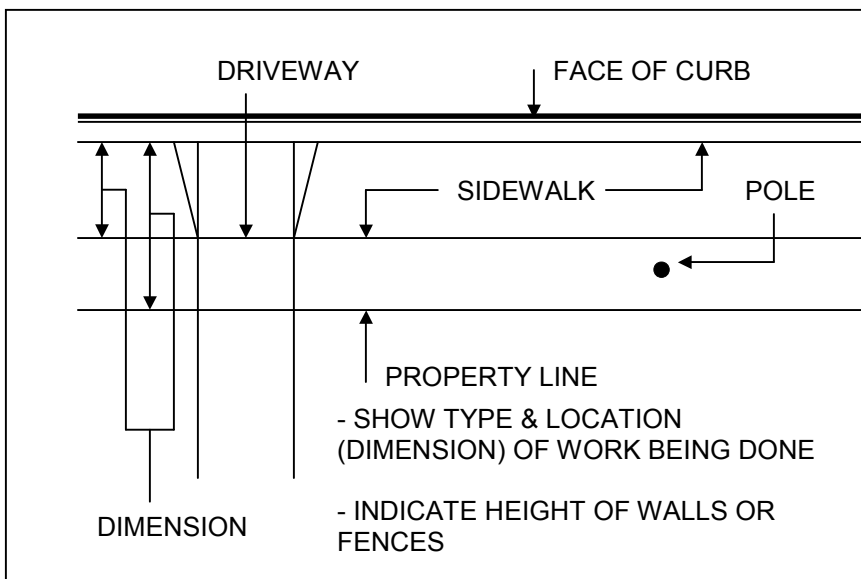
# ENCROACHMENT PERMIT APPLICATION PROCEDURE

## FORM 5511

The following steps are required to complete application for an encroachment permit:

- ☐ Submit a letter which includes the following information:
  - ◆ A brief description of the proposed encroachment.
  - ◆ The reason(s) for the need to encroach.
  - ◆ An estimate of the cost of the work being done *in the right of way*, only.
  - ◆ The owner's mailing address and phone number.
  - ◆ A copy of your deed, a lot book report or a title report must be submitted. Since the permit is to be recorded with the County Recorder's Office, we must have a legal description of your property.
- ☐ Provide a sketch (sample below) showing the work to be done as it relates to the street right of way line, curb line, parkway, etc. Include dimensions as shown in sample.
- ☐ The following application fees are to accompany the letter and sketch:
  - ◆ For minor encroachments (fences, garden walls, retaining walls under five feet in height) or encroachments which may be approved administratively: **\$275.00**
  - ◆ For encroachments to be recorded with County Recorder's Office, there will be a recording fee.
  - ◆ For all other encroachments which must be considered by the City Council: **\$850.00**
- ☐ Traffic Control Plan required prior to issuing permit as necessary.
- ☐ Submissions may be made at the Engineering Counter located in the Public Services Building or mailed to the Office of the City Engineer, Attention: Permits, Engineering Department, 276 Fourth Avenue, Chula Vista, CA 91910.
- ☐ If the permit is approved, the permit form must be signed (with notarization) by the owner and submitted to this department, accompanied by an inspection fee in the amount according to the table shown below. The inspection fee shall be calculated by multiplying the inspection fee percentage by the estimated construction cost of the work within the encroached area.

### Sample Sketch



### Inspection Fee Schedule

Estimate of Work Within Encroached Area	Insp. Fee
\$0-1,999 .....	10%
2,000-4,999 .....	8%
5,000-9,999 .....	6%